



Job Search Assistance Quick Guide

Purpose of Job Search Planning

An effective job search can be exhausting & time consuming. Some refer to it **being like a full-time job, (taking 30-40 hours per week)**. It can be stressful if you are not prepared. The process involves some the following:

- Understanding the present job market
- Learning how to research employers
- Utilizing career tools such as a resume, cover letter, portfolio, networking cards, LinkedIn profile, etc.

Creating a Job Search Plan

- Write down career fields that are related to your skills, education, and interests.
- Identify and list different job titles that are related to these fields.
- Explore **Career Pathfinder** at: <https://www.uis.edu/career/student-employment/services/career-pathfinder>
- Outline your Job Search Plan to best support your career goals and objectives.
- Visit Job Search Strategies for more information: <https://www.uis.edu/career-services/job-search-strategies>

Where to Look for a Job:

1) UIS CareerConnect - <https://www.uis.edu/career/careerconnect>

- Search and review job, internship, volunteer, fellowship and scholarship postings.
- Upload resumes for employers to search: Go to 'Documents' tab, then click on '+Add New' and browse.
- Access other online career systems including: **SkillsFirst, Focus 2, GoinGlobal** all from your resources.

2) GoinGlobal - <https://www.uis.edu/career/student-employment/career-toolbox#goingglobal>

- **Country Career Guides** - Provides expert advice and insider tips for finding employment opportunities at home and abroad.
- **USA/Canada City Career Guide** - Explore career and employment opportunities in the largest cities across North America.
- **Job Postings & Internship Listings** - Search for job openings and internship opportunities around the world and in the US.
- **H-1B Information** - the H1B Plus database allows for additional searches by job title, occupation, employer, wage and more.
- **Key Employer Directory** - access more than 400,000+ country-specific company profiles in industries such as manufacturing, transportation, consumer goods, consulting services, finance and technology.

3) Networking/Informational Interviewing

- Be aware of your own personal network and start early to expand your connections.
- Utilize LinkedIn, family, friends, peers, teachers, previous employers, career fairs, & other events to network.
- **Informational interviewing** involves meeting with someone in your chosen field and interviewing them to gather information and advice about their career field. See CDC webpage on Informational Interviewing at: <https://www.uis.edu/career-services/informational-interviewing>

4) Other Connections

- Online Job Listing & Employer Web Sites
- On-Campus Recruitment Opportunities
- Third Party Recruiters/Employment Agencies
- Social Media

Helpful Resources

- **Make an appointment with a Career Counselor** to develop individualized strategies and resources: <https://www.uis.edu/career/student-employment/services/career-counseling>
- For additional information, visit the Career Development Center webpage: **Job Links and Resources** at: <https://www.uis.edu/career/student-employment/career-toolbox#joblinks>

UIS Career Development Center
Human Resources Building, Room 80
One University Plaza, MS HRB 80
Springfield, IL 62703-5407

phone: 217-206-6508
website: www.uis.edu/career
[YouTube](#)
[Snapchat](#)

email: careerservices@uis.edu
[Facebook](#)
[LinkedIn](#)
[X](#)
[Instagram](#)